

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

GENERAL STATEMENT OF DUTIES

This is very responsible clerical and stenographic work in assisting the chief of police by relieving him of routine office duties. The employee of this class composes and types routine correspondence, types memos, forms and reports, and maintains all office files. The work involves planning and carrying out work assignments with considerable independence within the rules and regulations of the department. The secretary to the chief is responsible directly to the chief of police who reviews his/her work through observation and evaluation of results obtained.

EXAMPLES OF WORK

Examples listed below are illustrative only and are not intended to be inclusive or exclusive.

Takes and transcribes dictation.

Types from rough draft, dictating machine, and other sources letters, memoranda, forms and other material.

Acts as clerical assistant to the chief, composing important correspondence to relieve the chief of clerical detail and minor administrative matters.

Relays orders and instructions from the chief.

Reads reports and summarizes information to facilitate review by the chief.

Examines, checks, and verifies reports for completeness and accuracy of computations; determines conformity to established requirements and personally follows up discrepancies.

Keeps records, makes reports, and prepares other written documents, such as traffic summaries, uniform crime reports, etc.

Answers the telephone in the chief's office, dispenses information to callers in accordance with policy, and refers callers to the chief or to officers of other divisions.

Acts as receptionist for the chief and other designated officers.

Routes incoming mail and correspondence not requiring a superior's attention.

Makes appointments for the chief and other designated officers; keeps records of such appointments.

Receives complaints and requests for information; replies to such requests by phone or letter.

Gathers source material for the preparation of reports, articles, and speeches; assists in the writing and editing of such.

Types index cards on all individual arrests and maintains files on all arrests.

Gives information to government and other law enforcement agencies.

Operates radio, when necessary.

Prepares purchase requisitions and makes purchases according to departmental policy.

Maintains office files as required or directed.

Receives and secures all confiscated contraband and sends off for analysis.

Performs related duties as assigned or required.

QUALIFICATION REQUIREMENTS

Must have completed a high school education or possess a valid certificate of equivalency issued by a state department of education.

Must meet all other requirements of R.S. 33:2553.